



ST FRANCIS  
& ST CLARE  
CATHOLIC MAC

# Job Description

<b>Job Title:</b>	Exam Invigilator
<b>Department/Section:</b>	Business Support
<b>Responsible for which other posts:</b>	None
<b>Responsible to:</b>	Examination Officer



## Key Duties and responsibilities

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To ensure the fair and proper conduct of examinations / tests according to the school's/examinations board's role in an environment that enables pupils to perform at their best.

- Invigilate the examinations, including dealing with examination regularities.
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with the procedures.
- Admitting of candidates to the room in a quiet, orderly manner.
- Communicate examination procedures to pupils and oversee behaviour.
- Supervision of groups of pupils undertaking examinations
- Support handing out appropriate question papers to candidates.
- Completion of seating plans.
- Monitoring candidates throughout the examination and ensuring that examination regulations are adhered to.
- Respond to pupil requests during the examinations.
- Ensure no unauthorised material is consulted.
- Escort candidates from the location during the examination such as toilet breaks.
- Refer any incidents of malpractice during an examination and any behavioural issues.
- Support with candidate attendance and absence record
- At the end of the examination, collect candidates question papers in accordance with instructions
- Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing
- To participate in regular training as and when required

## General (all posts)

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### Safeguarding

**In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Adopt and promote "Don't Walk On By" policy and comply with all**
- **safeguarding requirements**

- **Emotional resilience in working with challenging behaviours and**
- **Attitudes to use of authority and maintaining discipline.**
- **This post requires the post holder to undertake an Enhanced DBS check.**

### Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

This job description may be reviewed and amended at any time, following consultation.

Signature of post holder	
Date	

### Person Specification

Key Area	Essential	Desirable
<b>Qualifications</b>	General standard of Education	GCSE English for verbal and written communication
<b>Experience and Skills</b>	Working in a pupil focussed environment.  Good communication skills  Knowledge of Regulations for the conduct of examinations  Administration Skills  Ability to work to tight deadlines  Ability to work constructively as of a team.	Working within a secondary school setting  Ability to relate to young people  First Aid

<p><b>Other attributes</b></p>	<p>Identifies and promotes best practice and encourage the sharing of ideas.</p> <p>Able to provide information to and supervises pupils before, during and immediately after examinations, overseeing pupil behaviour.</p> <p>Proactively seek opportunities to increase job knowledge and understanding.</p> <p>Requires minimum supervision.</p> <p>Able to work to strict guidelines regulations.</p> <p>Takes quick and effective action.</p> <p>Demonstrates focused implementation of role and responsibilities.</p> <p>Is accountable for own development.</p>	
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<b>COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE</b>	
<b>Post Reference: A024</b>	<b>Post Title: Exam Invigilator</b>
<b>Commitment &amp; Motivation</b>	
<ul style="list-style-type: none"> <li>● Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals</li> <li>● Prioritises own workload</li> <li>● Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard</li> <li>● Actively participates in learning opportunities and applies learning to develop own practice</li> <li>● Effectively liaises with people showing a willingness to give and receive constructive feedback</li> <li>● Responds positively to feedback and incorporates this into working practice</li> <li>● Keeps to date with relevant information and initiatives</li> </ul>	
<b>Problem Solving &amp; Decision Making</b>	
<ul style="list-style-type: none"> <li>● Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant</li> <li>● Escalates decisions outside own area of responsibility</li> <li>● Gathers relevant information to assist good decision making</li> </ul>	

- Offers ideas on how things could be done differently
- Provides basic advice and information to colleagues and pupils in relation to technical issues from own knowledge of possible solutions.

### **Planning & Organisation**

- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders

### **Managing Objectives**

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

### **Raising Standards**

- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing

### **Customer Focus**

- Demonstrates willingness to help and support pupils and stakeholders
- Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
- Contributes to the safeguarding and welfare of pupils
- Adopts a pleasant, helpful and professional manner
- Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work

### **Communication**

- Communication of straightforward information within familiar situations, with sensitivity and confidentiality
- Communicates effectively either verbally or in writing.
- Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs
- Shares information with relevant parties in a timely manner
- Responds effectively to queries and provides accurate information, knowing when to refer
- Completion of standard proformas

### **Impact & Influence**

- Understands the impact of own behaviour on others.
- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

### **Team Working**

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

**Qualifications & Skills**

- Follows specific instructions to perform related procedural tasks.
- Basic literacy skills for the completion of documents using standard templates
- Operation of associated tools and equipment
- NVQ Level 1 or equivalent



Signed	
Date	

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	